

**Career Advisory Unit Center Portal**

By

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of the requirements for the  
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CERTIFICATION OF APPROVAL

CAREER ADVISORY UNIT CENTER PORTAL

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A project dissertation submitted to the  
Business Information System Programme  
Universiti Teknologi PETRONAS  
in partial fulfillment of the requirement for the  
BACHELOR OF TECHNOLOGY (Hons)  
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Approved by,

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(Puan Rozana Bt Kasbon)

UNIVERSITI TEKNOLOGI PETRONAS  
TRONOH, PERAK  
May 2012

## CERTIFICATION OF ORIGINALITY

This is to certify that I am responsible for the work submitted in this project, that the original work is my own except as specified in the reference and acknowledgements, and that the original work contained herein have not been undertaken or done by unspecified sources or persons.

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FATIN SYAMIMI BT MAZALAN

## **ABSTRACT**

Career guidance and counseling is very important in helping the students to gain basic knowledge and skills they need before they begin the journey of their own career path. Therefore, in Universiti Teknologi PETRONAS, Career Advisory Unit under Student Support Department plays an important role to guide the students and help them in making their own future decision in career. Unfortunately, operates manually in managing students that have a number of 8000 students make CAU in difficulties to increase their efficiency .The purpose of this final dissertation is to provide the overall details about the process in developing a Career Advisory Unit Center Portal. CAU Center Portal will focuses on how the students and company can get the information about events being held by Career Advisory Unit. In order to identify the problems for this project, some research and interview were held to gather the requirement. The results show that CAU Center Portal can help the Career Advisory Unit to manage their work more efficiently and effectively in the future.

## **ACKNOWLEDGEMENT**

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## LIST OF FIGURES

Figure 1.1:	Organizational chart of Career Advisory Unit	1
Figure 3.1:	Phase Development Methodology	7
Figure 3.2:	As- Is diagram for current work flow for a company to book an event	11
Figure 3.3:	To- Be diagram for current work flow for a company to book an event	14
Figure 3.4:	Use case for Career Advisory Unit – External View	15
Figure 3.5:	Object Diagram	16
Figure 3.6:	Class Diagram for four forms	17
Figure 3.7:	Sequence diagram for appointment e- form	18
Figure 3.8:	Career Fair Portal for Universiti Sains Malaysia	19
Figure 3.9:	the University of Southern California’s Career Center	20
Figure 3.10:	Career Services for the Chicago School	20
Figure 4.1:	Xampp Control Panel	23
Figure 4.2:	Xampp 1.7.3 installed	23
Figure 4.3:	Joomla 2.5.3 site administrator	24
Figure 4.4:	The Homepage of the CAU Center Portal	25
Figure 4.5:	the About Us tab in CAU Center Portal	26
Figure 4.6:	the Student page	27
Figure 4.7	the Employer page	28
Figure 4.8	the Contact Us page	29
Figure 4.9	Screenshots of phpMyAdmin	30

## **LIST OF TABLES**

Table 3.1:	Gantt chart for Career Advisory Unit Center Portal	9
Table 4.1	Testing for each module	30

## **LIST OF ABBREVIATIONS**

CAU	Career Advisory Unit
UTP	Universiti Teknologi PETRONAS

## TABLE OF CONTENT

<b>CERTIFICATION.</b>	i
<b>ABSTRACT.</b>	iii
<b>ACKNOWLEDGEMENT.</b>	iv
<b>LIST OF FIGURE.</b>	v
<b>LIST OF TABLE.</b>	vi
<b>CHAPTER 1: INTRODUCTION.</b>	1
1.1 Background.	1
1.2 Problem Statement.	2
1.3 Objectives.	3
1.4 Scope of Study.	3
<b>CHAPTER 2 - LITERATURE REVIEW AND/ OR THEORY.</b>	4
2.1 Web Portal.	4
<b>CHAPTER 3 - METHODOLOGY / PROJECT WORK.</b>	7
3.1 SDLC.	7
3.1.1 Planning Phase.	7
3.1.2 Analysis Phase.	10
3.1.3 Design Phase.	12
3.1.4 Tools and Software.	20
<b>CHAPTER 4 – RESULTS AND DISCUSSION.</b>	21
<b>CHAPTER 5 – CONCLUSION AND RECOMMENDATION.</b>	31
<b>REFERENCES.</b>	32
<b>APPENDICES.</b>	33



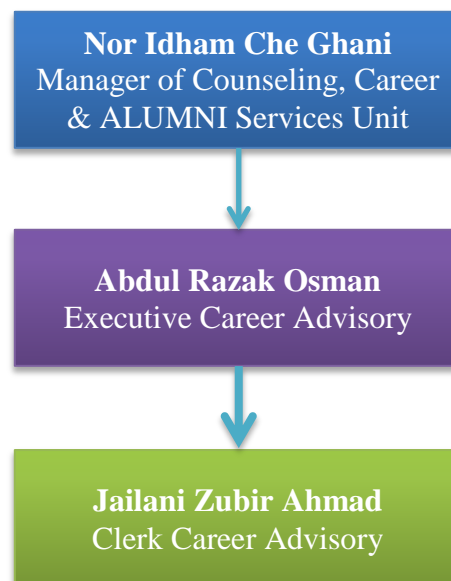
# CHAPTER 1

## INTRODUCTION

### 1.1 Background of Study

Career Advisory Unit or CAU is one of the units under Student Support Department of Universiti Teknologi PETRONAS. Operates under the Pocket D, it has been managed by three staffs consists of a clerk, an executive and a manager as shown in Figure 1.1 below. Career Advisory Unit is responsible in managing, supervising and consulting the UTP students for any matter that related to career and their future decision. They also educate students on how to increase their skills and potential so that the demand of outside companies towards UTP students increases year by year. Besides that, other than manage the current students, CAU also engage with ALUMNI of UTP and outside companies that have high interests towards UTP students. Each semester, CAU has planned to organize varieties of events to enhance the marketability of UTP graduates. The sessions will be featuring:

- Skills sessions run by the Career Services and top employers.
- Inside scoops from the interviewer
- Tips on helping the students to make their future decision and what is the action need to be taken to ensure the success.



**Figure 1.1** Organizational chart of Career Advisory Unit

## **1.2 Problem Statements**

Every semester, Career Advisory Unit has many plans for the UTP students in educating and guiding students on how to make their future decision and also to ensure the success of the decision. With the increases of UTP students especially graduates' students, the situation has become challenging for CAU to manage these students.

### **1.2.1 Manual Process**

The problems arise when the system or process involved are all manually done by the CAU staffs. When there is an event held by the CAU, students that are interested need to register their name, course, and other information at CAU office in Pocket D using only one computer available. CAU does not have services that allow students to register via online. This make the CAU office crowded with students.

### **1.2.2 E-Form**

E-Form application is not being updated from the last time it made by the previous final year student. The e- form is used for two main purposes which are for students to register themselves for an event and update the number of final year students that will be graduating for the current semester. The elements in the e- form are static and cannot be changed. For example, the title of e- form is stated as Final Year Students. Students who are not in their final year of study will confuse whether they can register and attend the event or not.

### **1.2.3 Medium for Announcement**

There is no other medium for announcement except in e- learning. The problem arose when not all students view the announcement. Most of UTP students visit the e-learning because of either their lecturer's announcement or subject matters. This makes the CAU hard to advertise to the UTP students about any upcoming briefing or event. Data about events or any information cannot be retrieved by other staffs except the clerk of Career Advisory Unit. The information is stored in clerk's computer.

### **1.3 Objectives**

The clients for Career Advisory Unit of Universiti Teknologi PETRONAS comprises of UTP students, ALUMNI and outside company. In order to provide the maximum quality of services to them, a change needs to be done. The objective of this project is:

- To develop a portal that helps in a process of registering that consists of an e-form where students and employers can access via online. The portal will provide information about Career Advisory Unit and any topics that related to careers for UTP students.

### **1.4 Scope of Study**

This project focuses on managing and delivering the information to the users. CAU Center Portal will help the administrator to manage the students and employers ease the registration process for both students and employers.

## **CHAPTER 2**

### **LITERATURE REVIEW AND/OR THEORY**

#### **2.1 Web Portal**

Career guidance and counseling programs aim to help students to get better understanding about career choices. In high schools, the career guidance unit can help the students to clarify their goals, open up their mind about the real work environment and how to develop career management skills. If yesterday we usually seek for a counselor to ask for an advice about the career option, today, the situation is seldom happen. With the boom and rapid growth of information technologies, most of the information is now at your finger tip. Most of the career guidance and counseling sites were develop as web portal. A Web Portal or known as portal is a web site that has a function as a point of access to information [1]. Portal consists of several features such as search engine, emails, news, information and many more. The history of portal began in 1990s where portal was a hot commodity. Many companies at that time tried to build or acquired a portal in order to have a share in the Internet Market after the growth of web browsers. The web portal gained popularity as it was a starting point of their web browser. Some users understand portal is similar as a web site. The fact is they all gone wrong. Many people did not know how to differentiate between a web portal and a web site.

A web portal as it defines above although indeed a website but it is more in content and services [2]. In dictionary, portal can be defined as a gateway or an entry point to a grand entrance. Therefore, web portal in addition to being a website, it also acts as a gateway to the internet. For example, *www.google.com* is a web site but it also is a portal because it gets to the user an array of web services. Example of a web site is a website of a company. It is a collection of all facts and information about the particular company. Thus, it can be conclude that a web site contains text, images and videos. In brief, web portal can be determining as a type of web site but has difference in content and services from a typical web site where it usually provides only the specialized information.

Besides that, a web portal is a launch pad to host of web based services such as news and others while a web site is concerned in providing information about the company. In this millennium, portal is still one of the sites that largely provide information to users around the world especially to business people. Many benefits can be gained by using only a portal that does not cost any cents to build it such as increase in revenue, cost- free of advertise and many more. Because of the benefits gained, many organizations include institutional organizations has already implement it. This is why many types of portal exists today which are personal portal, news portal, government web portal, cultural portal, corporate web portal, stock portal, search portal, tender's portal, hosted web portal and domain- specific portal. Based on research done by Mary- Beth Muskin (1998), at the 1997 American Management Association Conference, several convincing reasons about utilization of the internet were cited. The statistics showed that 86% of all companies surveyed listed their positions using electronic source. 56% used more than electronic source to search for candidates and to list the jobs. And 79% of the companies said that they have corporate websites [3]. Based on the results, the internet is the necessary sources that provide opportunities for job search information. The information above keeps increasing year by year influence by the number of children and adults who knows how to use internet and rely on it.

In career portal, it consists of several modules. The modules are 'Home', 'Student', 'Employer', 'About Us', 'Career Services Events' and 'Contact Us'. Home module or main page is an introduction page where the visitors can know what the services available in the portal. In the student's module, it usually consists of many tips that relate to career, information to enhance student's skills and many more. Employer module refers to the company module. In this module, the contents are more towards the information about the future employers, their condition and what top employer demands from graduates. This will give a wide knowledge to the students about the requirement that the industries wants.

About Us and Contact Us are two modules that give information about an organization and how visitors can communicate with them. Career Services Events module is the main module in career services portal. The visitors can see the upcoming event held by the organization. This module consists of online

appointment service. A visitor can book a date and time to meet person that they want to meet. There is another module that is important in career portal which is 'Admin'. This module allows a responsible person to administrate the portal. The person will manage how the information flows and will update any data in it. In admin module, it provides function that helps the administrator to manage a schedule. It is based on the concept of online scheduling. In most basic level, online scheduling is an interface in which multiple parties can make appointments or schedule tasks over an Internet connection. It usually comes with services like e-mail and calendar software.

Article wrote by Wroblewski.L (2009) describes that web forms sits between people and the goals. A web form is not a data entry. Many people assumes that web forms are just consists of some input fields and a submit button. When design a web form, a designer or developer needs to consider 4 factors; (1) whether the information necessary to be asked, (2) which time is better to collect the information, before or after use the application, (4) explain why certain information is required and (4) is there any better way to gather the information needed.

## CHAPTER 3

### METHODOLOGY/ PROJECT WORK

#### 3.1 SDLC

In this project, the methodology used is Phased Development Methodology in System Development Life Cycle (SDLC) as shown in Figure 3.1 below. The main phases in SDLC comprises of four phases which are planning, analysis, design and implementation.

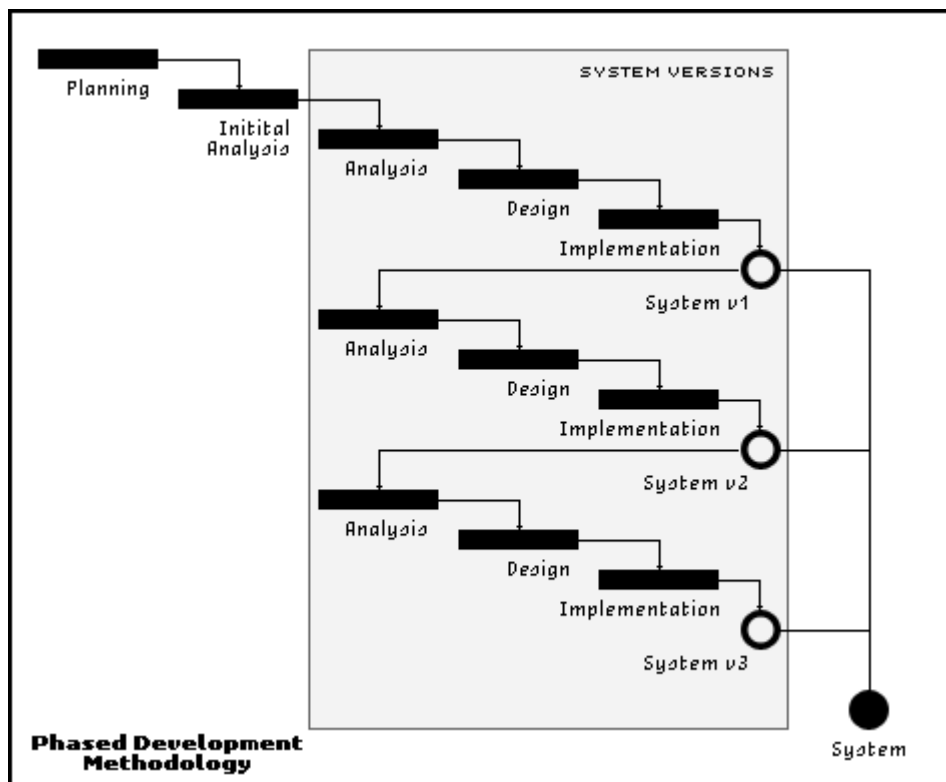


Figure 3.1 Phase Development Process

##### 3.1.1 Phase 1 – Planning

Career Advisory Unit encounters several problems that need a solution:

- Events manually manage by CAU staffs
- E- form application out dated
- Does not have any medium to advertise the events except e-learning

Based on the problems stated, developing a portal can be the best solution. A portal is also known as a link page, presents information from diverse sources in unified way. In developing the CAU Center Portal, as technical feasibility, it uses open source software called Joomla. The Joomla used is a Joomla version 2.5.3. This software need to fulfill several criteria before it can be installed.

- Hardware and Software (Tools)

The requirements to develop the portal are:

- PHP 5.2.4 and above
- MySQL 5.0.4 and above
- Apache with mod\_sql, mod\_xml and mod\_zlib 2.x and above
- Microsoft IIS 7

All criteria above can be downloaded one by one in their websites or in a full package such as Xampp. Table 3.1 below show the project schedule planned from January until September 2012.



Table 3.1 Gantt Chart for Career Advisory Unit Center Portal

Tasks Name	Jan	Feb	March	April	May	June	July	August	Sept
Identify the problem									
CAU Function									
Gather the requirements									
Proposal									
Analysis									
Design									
Configuration									
Customize									
Reports									

### **3.1.2 Phase 2 – Analysis**

Interviewed session with Executive of CAU has been made on 23<sup>rd</sup> of March 2012 at Career Advisory Unit office. The purpose of the interview session is to gather the user requirement for CAU Center Portal. Some of the user requirements are:

- Elements in e – form application for students
  - a. Name
  - b. Student ID
  - c. Gender
  - d. Programme
  - e. Identification Number or Passport Number
  - f. Nationality
  - g. Sponsor
  - h. CGPA
  - i. Email
  - j. Contact Number
    - i. Home
    - ii. Office
    - iii. Mobile
- Elements in e- form application for ALUMNI
  - a. All above
  - b. Employment
  - c. Salary
- Employee Form  
Purpose: To register or books for events
- Appointment Module  
The purpose of this module is for student to make an appointment to meet Career Advisory Unit. It allows the student to register a session with CAU for any reason such as resume or career counseling.

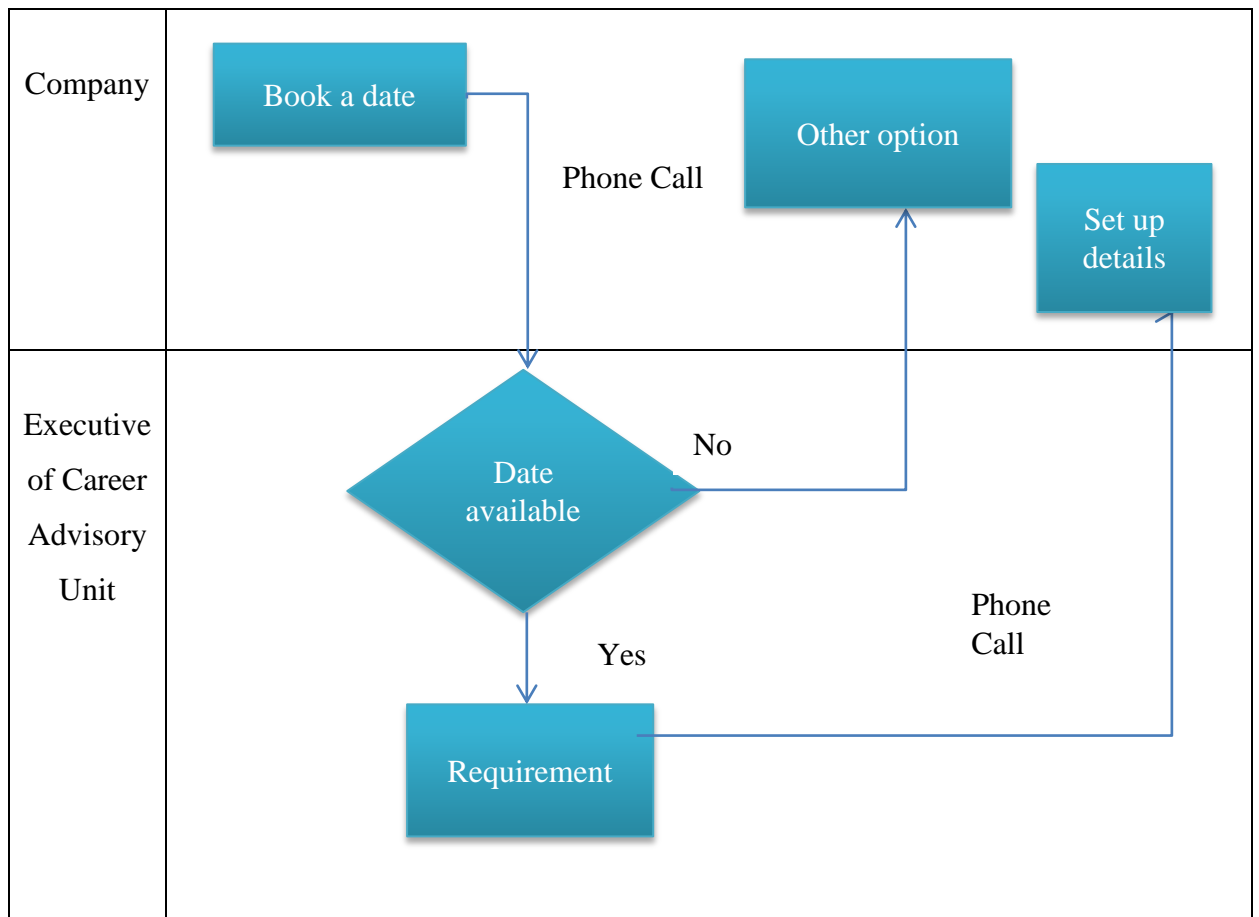


Figure 3.2 As- Is diagram for current work flow for a company to book an events

Table above shows the current situation on how a company books a date to hold an event. At first, a company for example Shells would like to come to the UTP to organize an event regarding the career in Shells. The representative of Shells needs to call the executive of Career Advisory Unit to ask for the availability of a date. If the schedule on the request date is free, then the executive will take the details and will follow up later on. But if the schedule on the request date is full, then the executive will call the representative to inform them and ask whether they have another option date.

### **3.1.3 Phase 3 – *Design***

In CAU Center Portal, the design is divided into 2 which are user interface design and database design.

- i. User interface:
  - a. Modules:
    - Home
    - Student
    - Employer
    - About Us
    - Contact Us
    - Appointment
- ii. Database:
  - a. Student e- form
  - b. ALUMNI e- form
  - c. Appointment e- form
  - d. Employer e- form

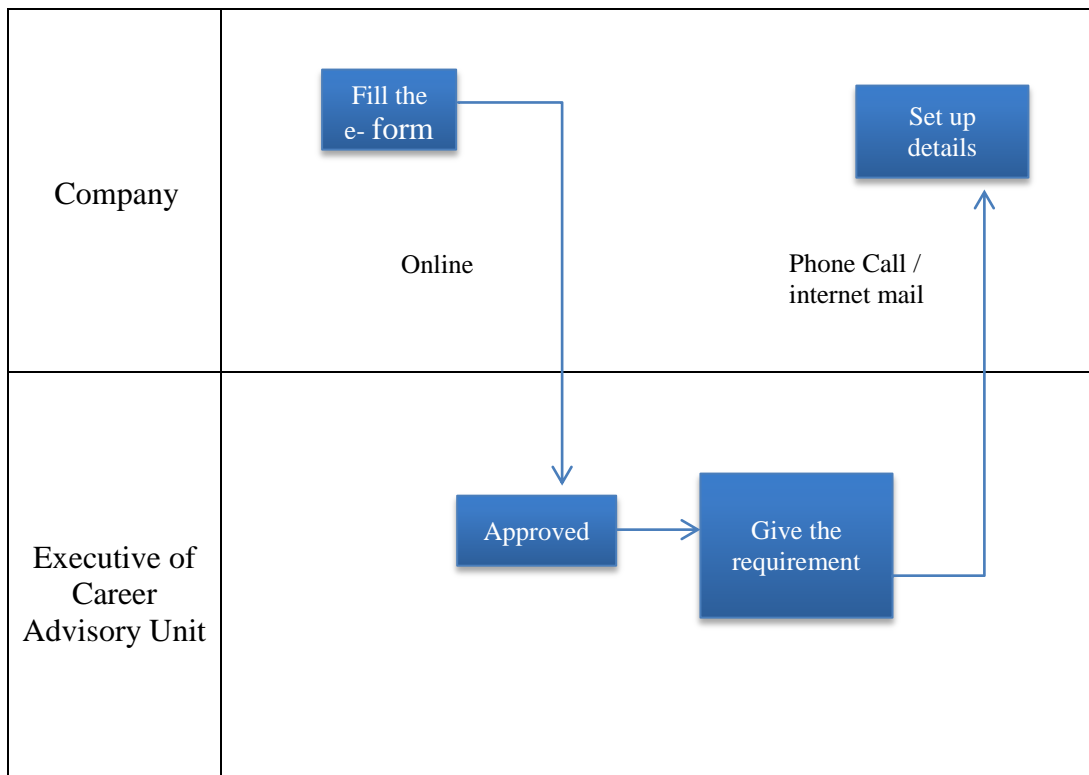


Figure 3.3 To- Be diagram work flow for company to book an event

From the figure 3.3, the company now no needs to call the Career Advisory Unit to book for a date to hold an event. The company now can just fill in the form through online and wait for the approval from the executive of CAU.

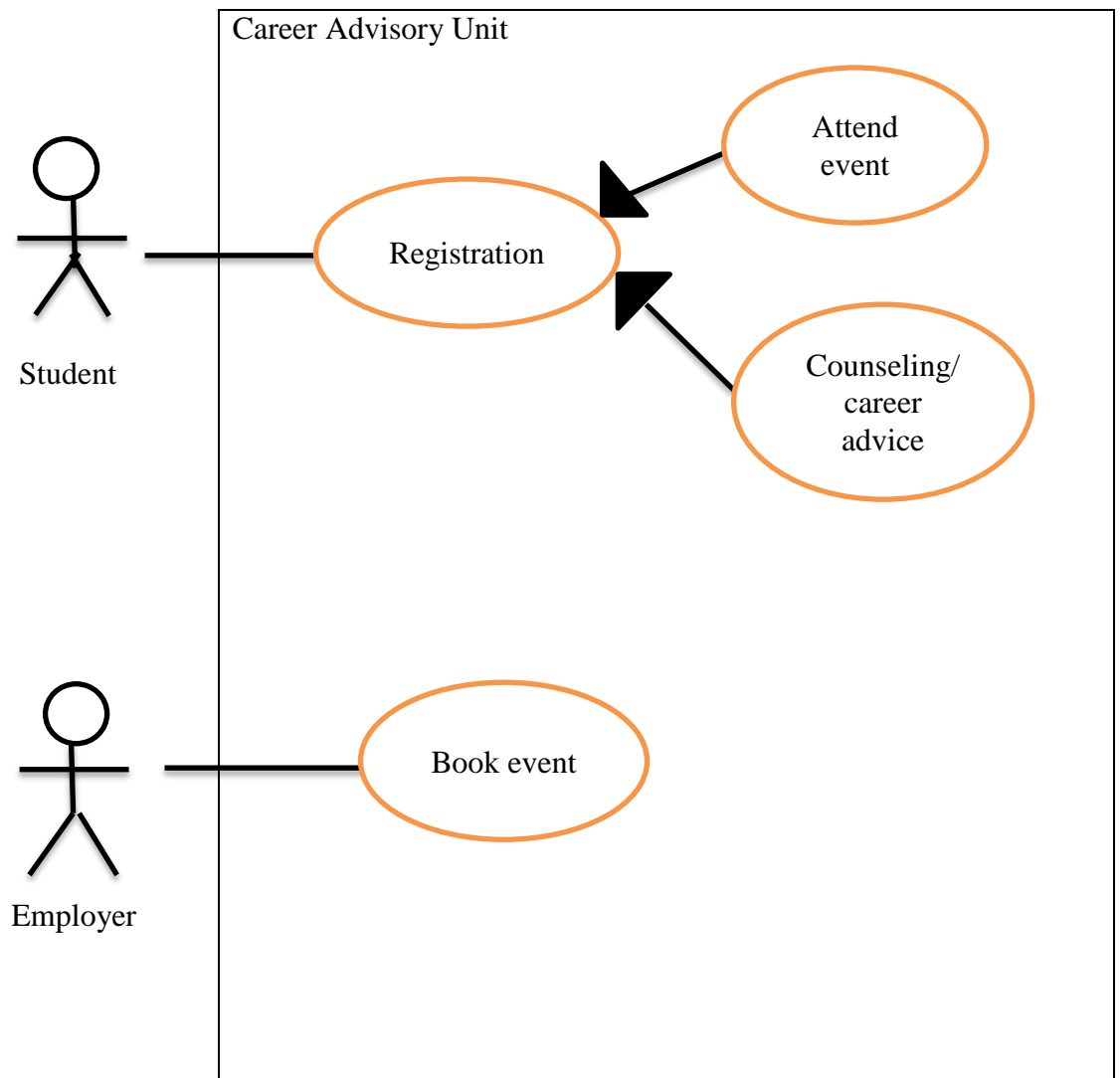


Figure 3.4 Use case for Career Advisory Unit – External View

The figure 3.4 shows the roles or actions of two actors named students and employer (outside company) in Career Advisory Unit perspectives. The student in order to attend an event or to seek for guidance or counseling from CAU, he or she need to register him or herself first. Same goes to the employers. They need to register and book for the date before they have the authority to hold an event in UTP.

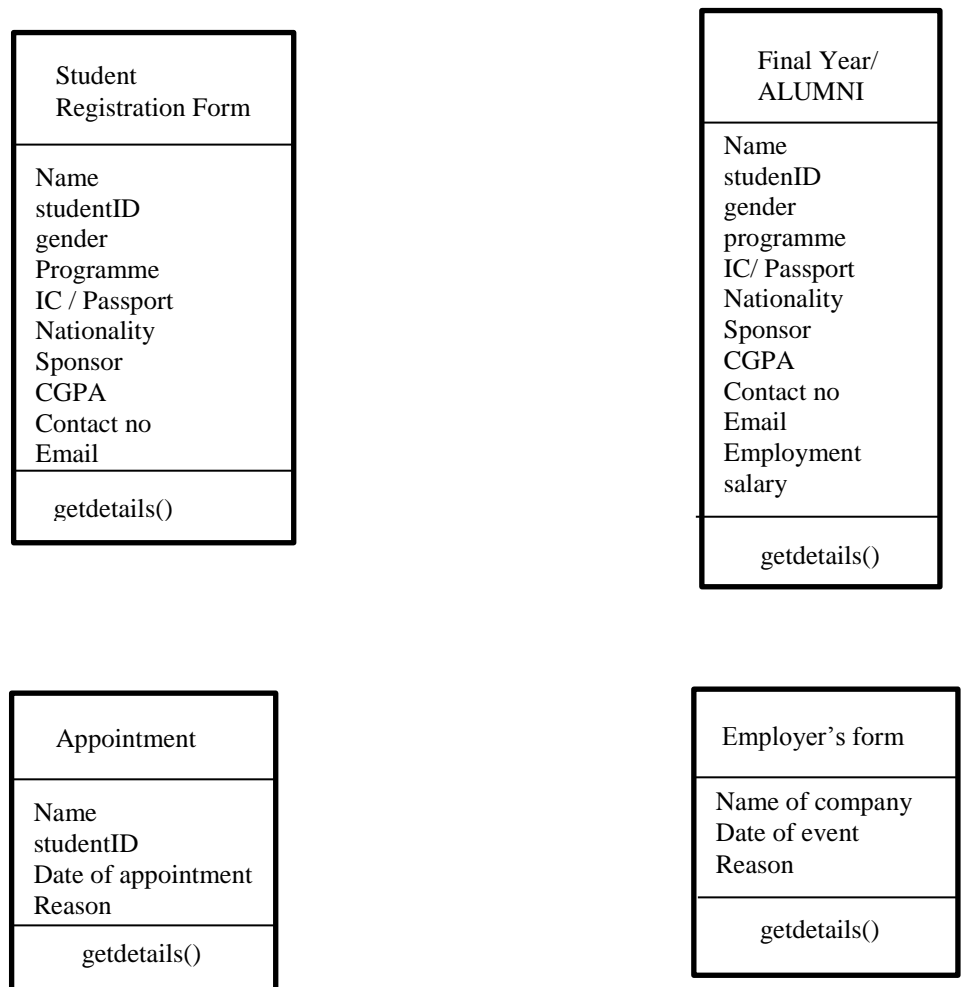


Figure 3.5 Object Diagram

Object diagram in Figure 3.5 shows the variables or elements needed in each e-form in databases. From the figure, there about four e-form that serve different functions.

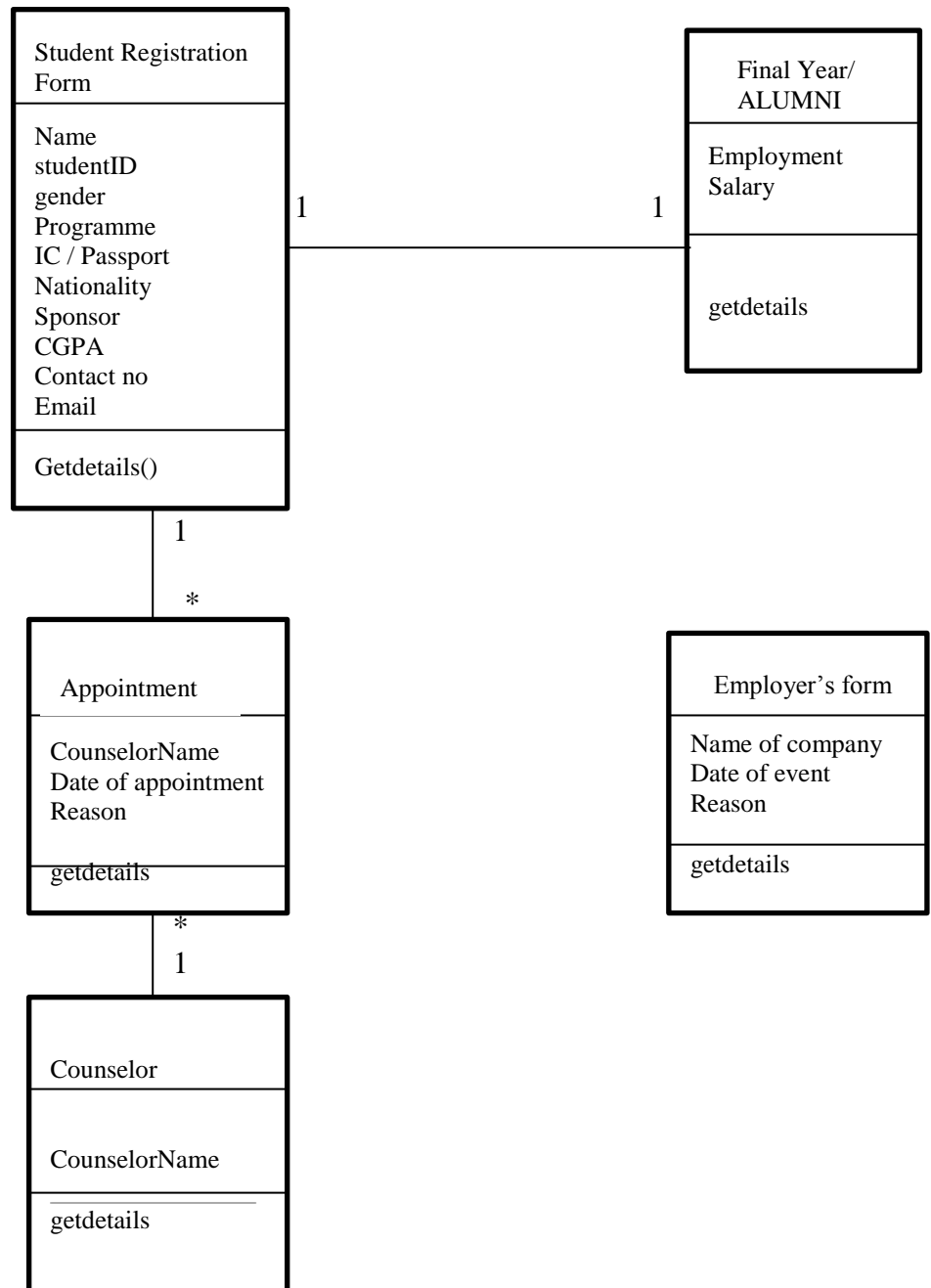


Figure 3.6 Class Diagram for four forms

The class diagram in figure 3.6 shows relationships between the four different e- form that serves four functions with their method.



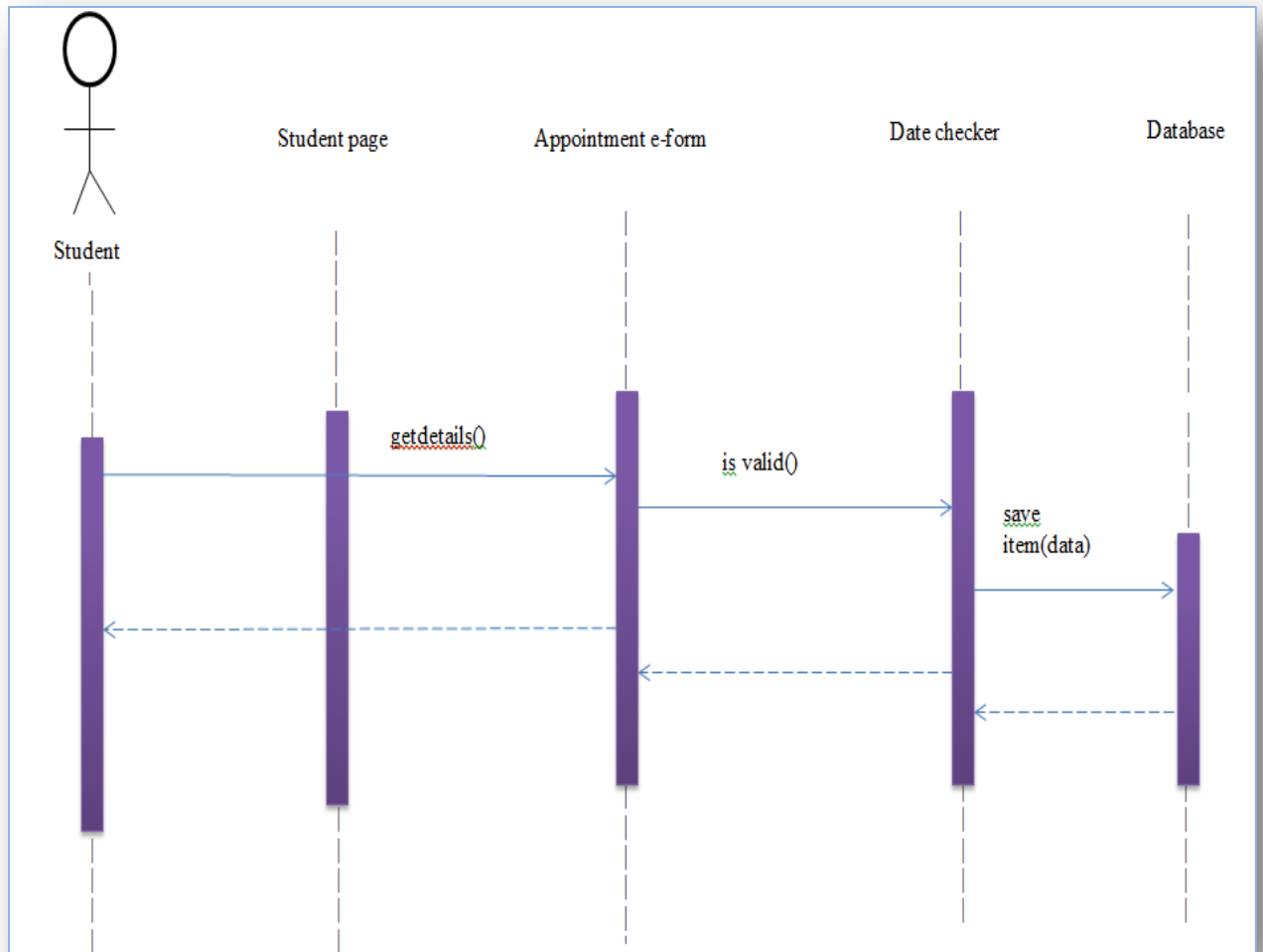


Figure 3.7 Sequence diagram for appointment e- form

There are several portals from other colleges and universities used as a reference to design the interface. Besides, the portals were being analyzed in order to check the similarities and differences that each portals has.



Figure 3.8 Career Fair Portal for Universiti Sains Malaysia

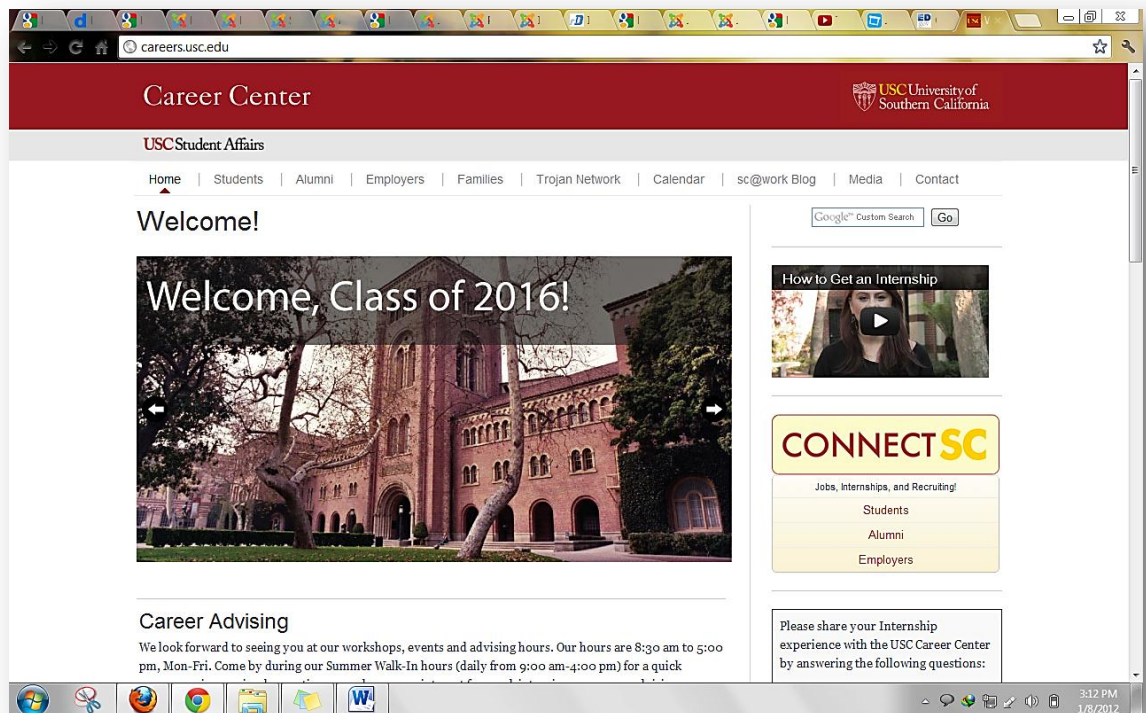


Figure 3.9 the University of Southern California's Career Center

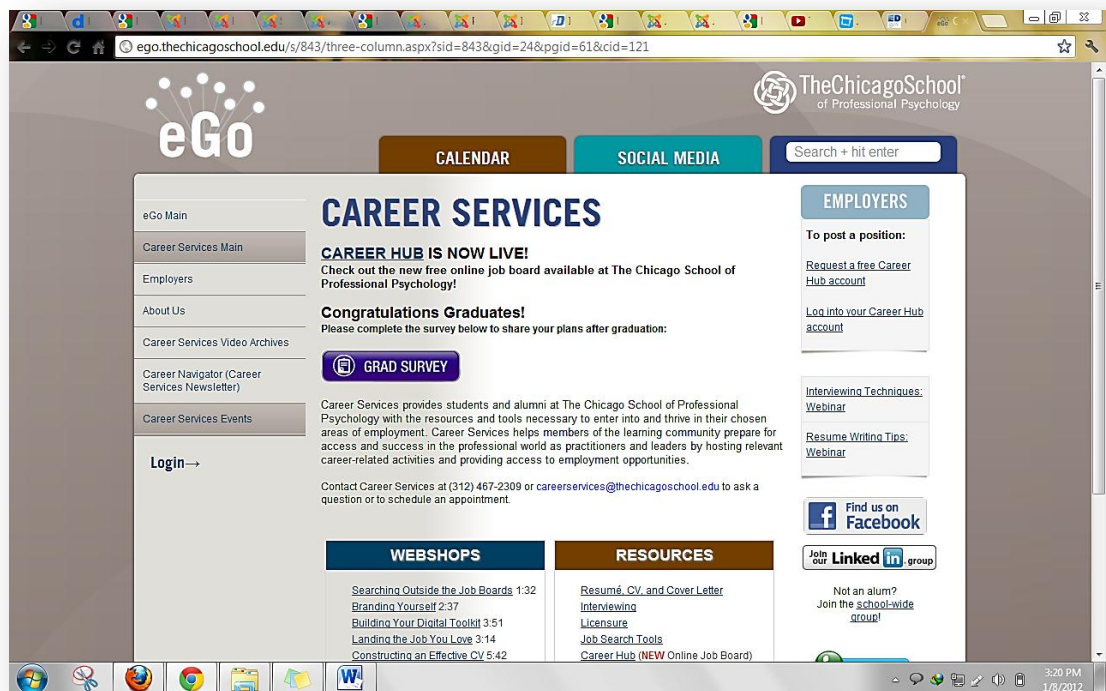


Figure 3.10 Career Services for the Chicago School

#### **3.1.4 Tools and Software**

Software use to develop Career Advisory Unit Center Portal is Joomla 2.5.3. Start in May 2012, the user requirement gathered in analysis phase and the design architecture in design phase should be built exactly as what has been requested though there is still room for innovation and flexibility. The CAU Center Portal will undergo the UAT on August 2012.

- Tools
  - Software
    - Joomla 2.5.3
    - Xampp 1.7.4
    - Windows 7
  - Hardware
    - Toshiba Satellite

## **CHAPTER 4**

### **RESULTS AND DISCUSSION**

#### **4.1 Results and Discussion**

To overcome the problems of Career Advisory Unit, several modules need to be built in order to develop the portal. At starting, the modules include:

- 1 Home/ Main Page
- 2 Student
- 3 Employer
- 4 About Us
- 5 Contact Us
- 6 Appointment

After several considerations, the appointment tab will be removed from the main menu. The appointment will be put under child item menu for Student and Employer. The appointment was created for students to help them make an appointment with the career counselor via online. Therefore, they will know the availability of the counselor before come to the Career Advisory Unit at Pocket D.

Besides, there are 4 types of e- form application that serves different purposes:

- Student e- form
- Employer e- form
- Registration for Counseling/ Advice
- Registration for Event Booking

Before developing a CAU Center Portal, Xampp and Joomla need to be installed first. Figure 4.1 and 4.2 show the screenshots of the Xampp after the installation

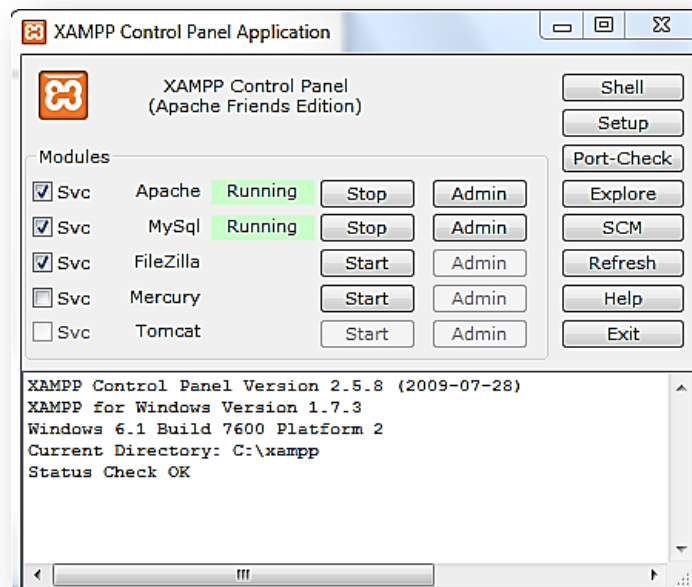


Figure 4.1 Xampp Control Panel

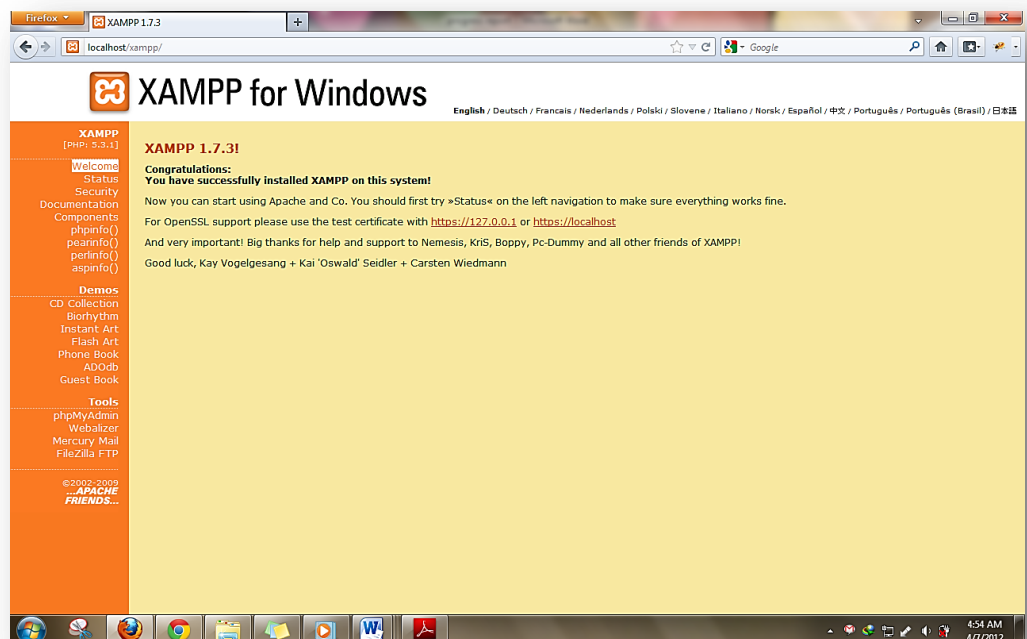


Figure 4.2 Xampp 1.7.3 installed

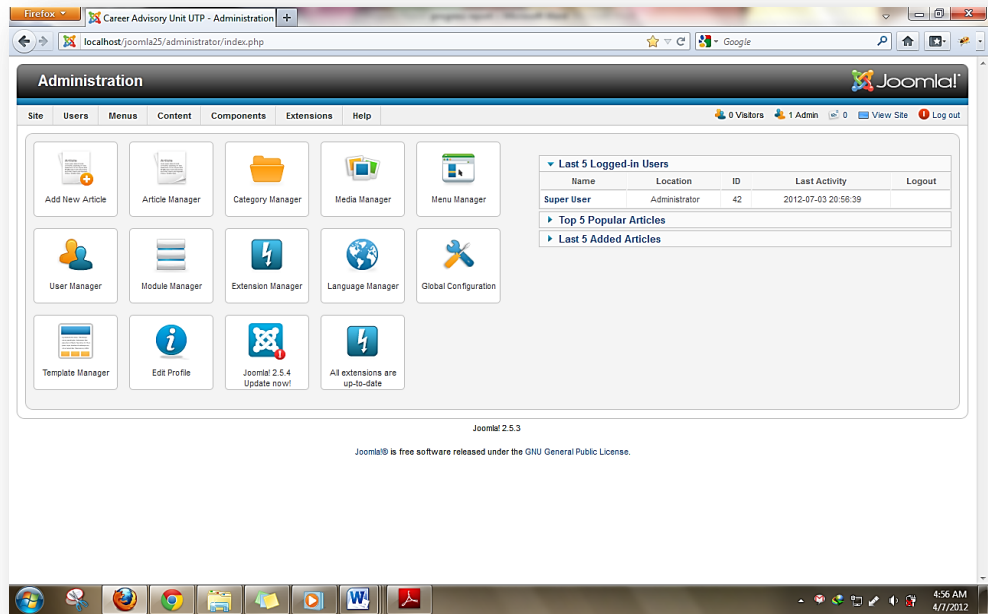


Figure 4.3 Joomla 2.5.3 site administrators

Figure 4.3 shows the site administrator for Joomla 2.5.3. In this site, the admin who has the highest privileges towards the portal can use this site to update and do maintenance to the portal. With this site, the admin can control the right of each user based on the necessity. If there is any change in term of the global setting, this is the site where the admin need to configure.

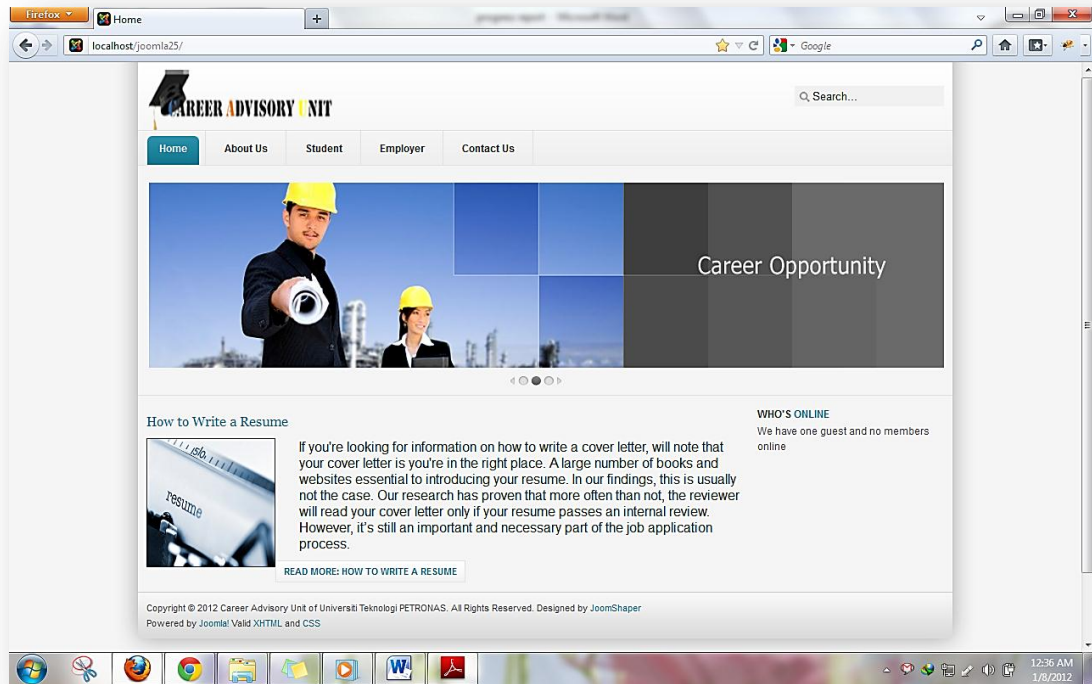


Figure 4.4 the Homepage of the CAU Center Portal

Figure 4.4 above shows the homepage of the portal. The homepage basically contain the general information about what is the portal all about. The homepage usually will show the information provides by the portal. In this figure, it shows that there are five tabs that can be explore by the users.



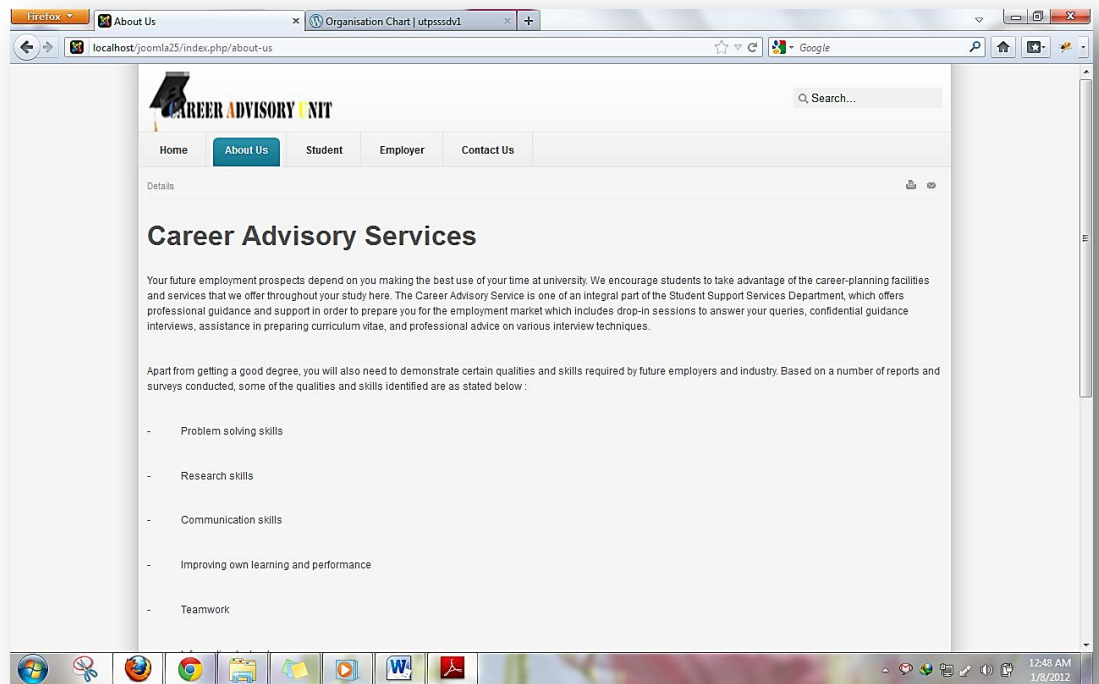


Figure 4.5 the About Us tab in CAU Center Portal

About Us tab shows the background of the Career Advisory Unit and also their responsibility in educate the students about career choices. The figure above shows the services serve by the Career Advisory Unit for UTP students.

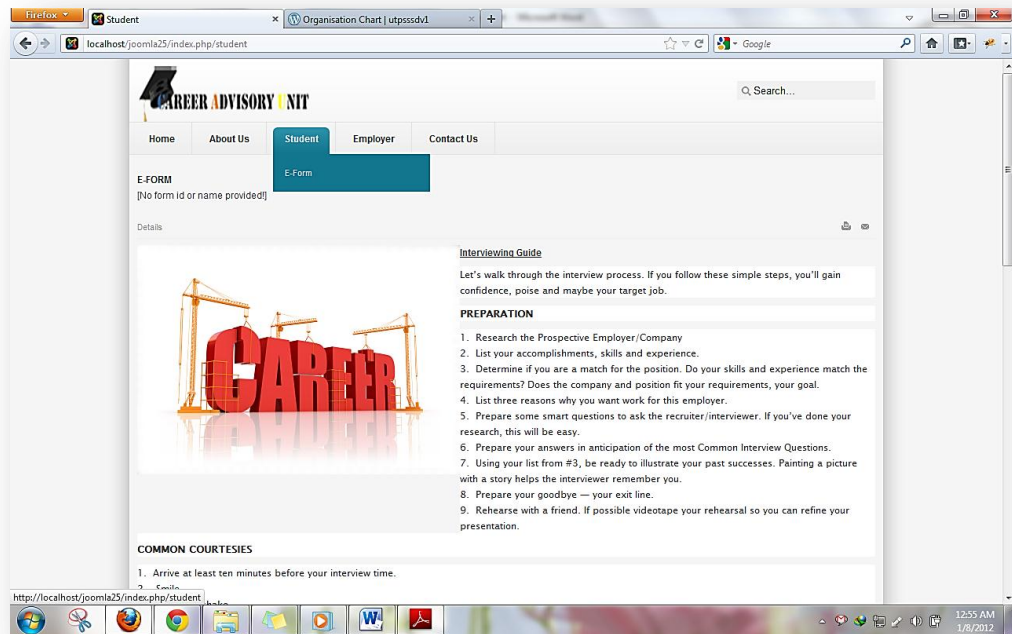


Figure 4.6 the Student page

For Student page, it serves two purposes. First, it provides information about career, tips and any related matter for students. Second, this section provides an e-form for the students to fill if there is an event held by the Career Advisory Unit that require a registration. The E-form is a child item under the Student menu.

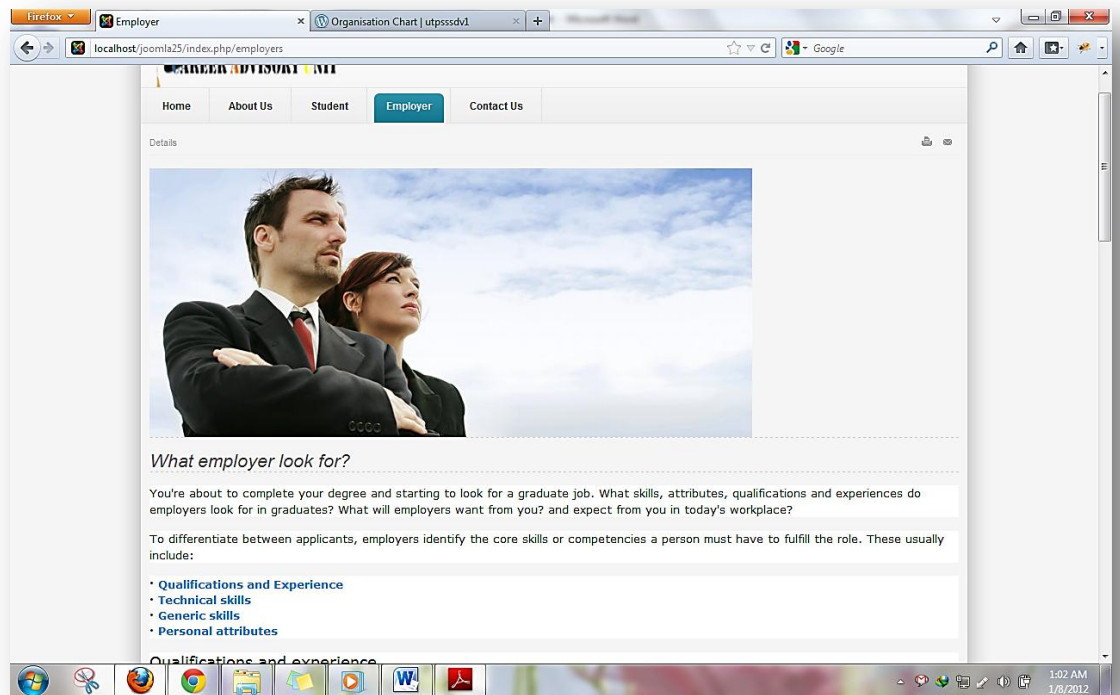


Figure 4.7 the Employer page

The employer page is a page where it provides information about companies. If the students' page provides tips and any general matter related to career, this page provides tips or information based on the employers' point of view. It gives different perspectives to the students so that the students can know what actually the employers think about.

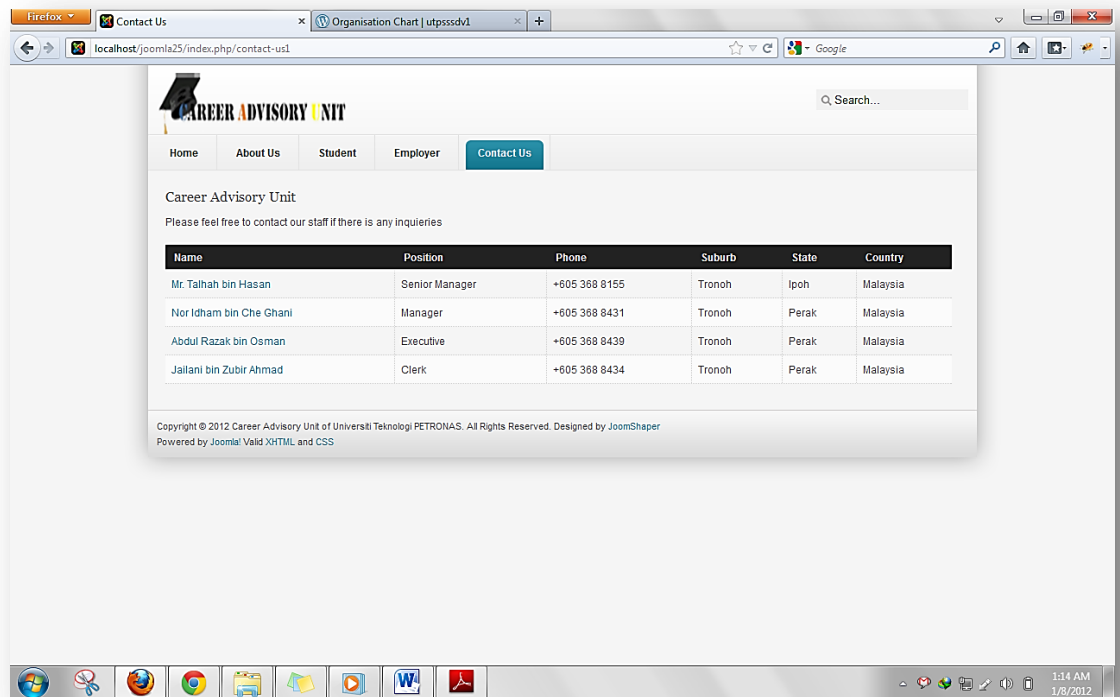


Figure 4.8 the Contact Us page

The contact us page shows the list of people who are behind and work for Career Advisory Unit. Students and employers can contact via phone or email if there is any inquiries. Besides, contact us also provides the user with the information for every person in Career Advisory Unit.

The portal is connected to the database where the admin can manage the data save, see the data or updating the data using phpMyAdmin.

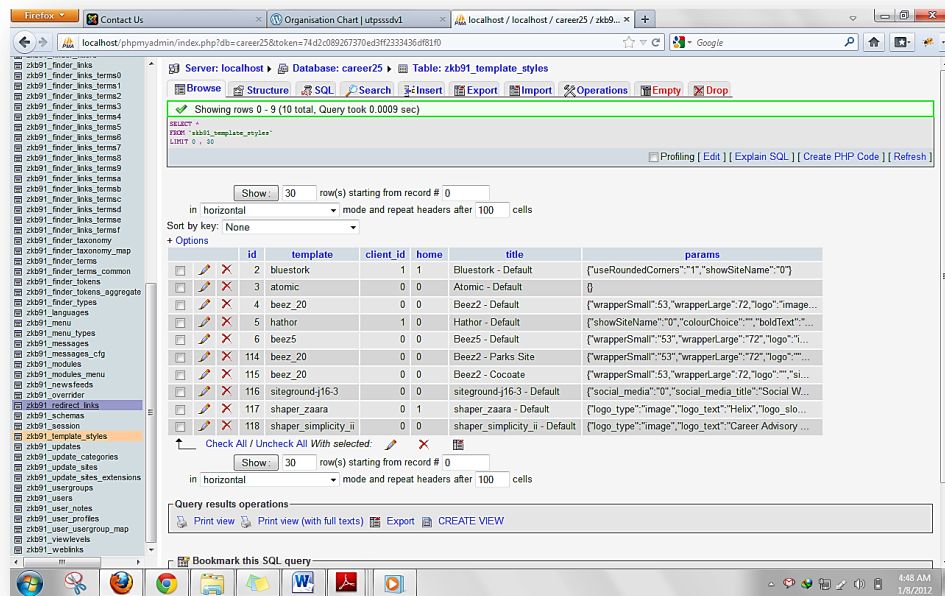


Figure 4.9 Screenshots of phpMyAdmin

The database for the portal named Career25. The admin can update using Joomla site administrator or update manually using MySQL in phpMyAdmin. Figure above shows the list of template style that have been installed by the admin.

## 4.2 Testing

Table 4.1 Testing for each module

Modules	Availability	Remark
Home	Yes	-
About Us	Yes	-
Student	Yes	-
Employer	Yes	-
Contact Us	Yes	-
E- form	No	Need to install extensions for the development of e-form

## **CHAPTER 5**

### **CONCLUSION AND RECOMMENDATION**

#### **5.1 Conclusion**

In conclusion, Career Advisory Unit Center Portal helps in overcome several problems that arose in the beginning of this report.

- ✓ Students can get information about Career Advisory Unit anywhere and anytime.
- ✓ Registration and booking an event can be done online
- ✓ Employers can check via online the available date for them to visit UTP
- ✓ Another medium for Career Advisory Unit to advertise their events.

#### **5.2 Recommendations**

This portal needs an enhancement and improvement in the future. The requirements to facilitate the work of Career Advisory Unit are expectedly to be increase from time to time. Therefore, the next developer can improve or enhance the functionality of this portal.

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- [11] <http://ego.thechicagoschool.edu/s/843/index.aspx>



# Career Advisory Unit Center Portal

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**Abstract-** Career guidance and counseling is essential in helping the students and guide them in journey to choose of their own career path. In Universiti Teknologi PETRONAS, Career Advisory Unit under Student Support Department plays an important role to guide the students and help them in making their own future decision in career. This paper provides the overall details about the process in developing a Career Advisory Unit Center Portal. Using interviews method approach of a qualitative data collection was undertaken. CAU Center Portal focuses on how the students and company can catch the information about events being held by Career Advisory Unit. The results show that CAU Center Portal can help the Career Advisory Unit to manage students and employers more efficiently and effectively in the future.

Keywords: CAU, UTP

## I. INTRODUCTION

Career Advisory Unit is responsible in managing, supervising and consulting the UTP students for any matter that related to career and their future decision. Operates under the Pocket D they also engage with ALUMNI and outside companies that have high interests to employ UTP students. Each semester, CAU has planned to organize varieties of events to enhance the marketability of UTP graduates. The sessions will be including (1) Skills sessions run by the Career Services and top employers (2) Inside scoops from the interviewer (3) Tips on helping the students to make their future decision and what is the action need to be taken to ensure the success.

With the increases of UTP students especially graduates' students, the situation has become challenging for CAU to manage these students. The problems arose when the system or process involved are all manually done by the CAU staffs. When there is an event held by the CAU, students that are interested need to register their name, course, and other information at CAU office in Pocket D using only one computer available. CAU does not have services that allow students to register via online. This make the CAU office crowded with students. E-Form application is not being updated from the last time it made by the

previous final year student. The e- form is used for two main purposes which are for students to register themselves for an event and update the number of final year students that will be graduating for the current semester. The elements in the e- form are static and cannot be changed. For example, the title of e- form is stated as Final Year Students. Students who are not in their final year of study will confuse whether they can register and attend the event or not. There is no other medium for announcement except in e-learning. The problem arose when not all students view the announcement. Most of UTP students visit the e-learning because of either their lecturer's announcement or subject matters. This makes the CAU hard to advertise to the UTP students about any upcoming briefing or event. Data about events or any information cannot be retrieved by other staffs except the clerk of Career Advisory Unit. The information is stored in clerk's computer. Therefore, this paper aims at presenting the process in developing a portal that helps in a process of registering that consists of an e- form where students and employers can access via online. The portal will provide information about Career Advisory Unit and any topics that related to careers for UTP students. This project focuses on managing and delivering the information to the users. CAU Center Portal will help the administrator to manage the students and employers ease the registration process for both students and employers. This paper is divided into 5 sections. Section 2 presents the literature review of the issues including the concept of web form. Section 3 explains the overall methodology or work processes that have been applied in this study. A section 4 discusses all the results of the study and Section 5 presents the conclusion of the project work and discusses any recommendation for future work.

## II. LITERATURE REVIEW

A Web Portal or known as portal is a web site that has a function as a point of access to information [1]. Portal consists of several features such as search engine, emails, news, information and many more. The history of portal began in 1990s where portal was a hot commodity. Many companies at that time tried to build or acquired a portal in order to have a share in the Internet Market after the growth of web browsers.

A web portal as it defines above although indeed a website but it is more in content and services [2]. In dictionary, portal can be defined as a gateway or an entry point to a grand entrance. Therefore, web portal in addition to being a website, it also acts as a gateway to the internet.

In this millennium, portal is still one of the sites that largely provide information to users around the world especially to business people. Many benefits can be gained by using only a portal that does not cost any cents to build it such as increase in revenue, cost- free of advertise and many more. Because of the benefits gained, many organizations include institutional organizations has already implement it. Based on research done by Mary- Beth Muskin (1998), at the 1997 American Management Association Conference, several convincing reasons about utilization of the internet were cited. The statistics showed that 86% of all companies surveyed listed their positions using electronic source. 56% used more than electronic source to search for candidates and to list the jobs. And 79% of the companies said that they have corporate websites [3]. Article wrote by Wroblewski.L (2009) describes that web forms sits between people and the goals. A web form is not a data entry. Many people assumes that web forms are just consists of some input fields and a submit button. When design a web form, a designer or developer needs to consider 4 factors; (1) whether the information necessary to be asked, (2) which time is better to collect the information, before or after use the application, (4) explain why certain information is required and (4) is there any better way to gather the information needed.

## III. METHODOLOGY

Phased Development Methodology in System Development Life Cycle (SDLC) has been used to develop the portal.

### A. Planning

In developing the CAU Center Portal, as technical feasibility, it uses open source software called Joomla. The Joomla used is a Joomla version 2.5.3. This software need to fulfill several criteria before it can be installed. The requirements to develop the portal are (1) PHP 5.2.4 and above, (2) MySQL 5.0.4 and above, (3) Apache with mod\_sql, mod\_xml and mod\_zlib 2.x and above, (4) Microsoft IIS 7.

### B. Analysis

Table 1 below shows the current situation on how a company books a date to hold an event. At first, a company for example Shells would like to come to the UTP to organize an event regarding the career in Shells. The representative of Shells needs to call the executive of Career Advisory Unit to ask for the availability of a date. If the schedule on the request date is free, then the executive will take the details and will follow up later on. But if the schedule on the request date is full, then the executive will call the representative to inform them and ask whether they have another option date.

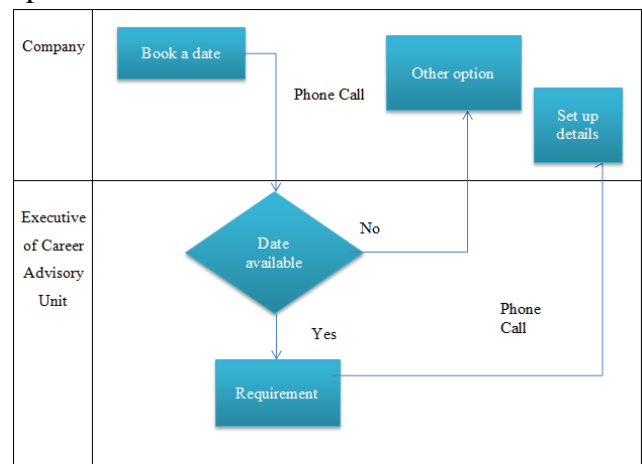


Figure 1: As-Is diagram for current work flow for a company to book an events an events

### C. Design

From the Figure 2, the company now no needs to call the Career Advisory Unit to book for a date to hold an event. The company now can just fill in the form through online and wait for the approval from the executive of CAU.

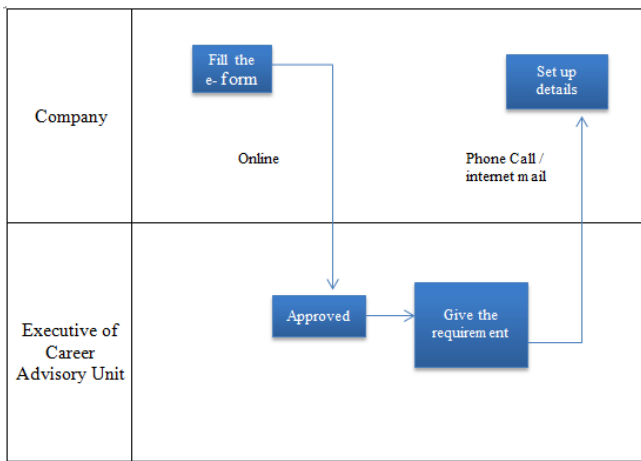


Figure 2: To- be diagram for current work flow for a company to book an events an events

The variables or elements needed in each e-form in databases. Form the figure, there about four e-form that serve different functions consists of (1) student registration form, (2) Final year e- form, (3) appointment and (4) Employer e –form. Software used to develop the portal is Joomla 2.5.3, Xampp 1.7.4 and Windows 7. The hardware used is Toshiba Satellite.

#### IV. RESULTS AND FINDINGS

To overcome the problems of Career Advisory Unit, several modules need to be built in order to develop the portal. At starting, the modules include: (1) home/ main Page, (2) student, (3) employer, (4) about us, (5) contact us and (6) appointment.

After several considerations, the appointment tab will be removed from the main menu. The appointment will be put under child item menu for Student and Employer. The appointment was created for students to help them make an appointment with the career counselor via online. Therefore, they will know the availability of the counselor before come to the Career Advisory Unit at Pocket D.

Besides, there are 4 types of e- form application that serves different purposes: (1) student e- form, (2) employer e- form, (3) registration for Counseling/ advice and (4) registration for event booking.

#### V. CONCLUSIONS AND RECOMMENDATION

Career Advisory Unit Center Portal helps in overcome several problems that arose in the beginning of this report. (1) Students can get

information about Career Advisory Unit anywhere and anytime. (2) Registration and booking an event can be done online. (3) Employers can check via online the available date for them to visit UTP. (4) Another medium for Career Advisory Unit to advertise their events.

This portal needs an enhancement and improvement in the future. The requirements is to facilitate the work of Career Advisory Unit are expectedly to be increase from time to time.

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